

**BY ORDER OF THE COMMANDER  
919TH SPECIAL OPERATIONS WING**

**919TH SPECIAL OPERATIONS WING  
INSTRUCTION 21-108**



**7 OCTOBER 2014**

***Maintenance***

***AIRCRAFT AND EQUIPMENT  
IMPOUNDMENT***

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**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Policy Directive (AFPD) 21-1, *Air and Space Maintenance*, and extends the guidance of Air Force Instruction (AFI) 21-101, *Aircraft and Equipment Maintenance Management* and AFI 21-101 Air Force Special Operations Command (AFSOC) Supplement (SUP), *Aircraft and Equipment Maintenance Management*. It establishes procedures and assigns responsibilities for aircraft and equipment impoundment. This instruction applies to all operational, maintenance, and support activities functionally assigned to 919<sup>th</sup> Special Operations Wing (919 SOW) Eglin Field 3 or better known as "Duke Field". Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

***SUMMARY OF CHANGES***

This document has been substantially revised and must be completely reviewed. Major changes include renumbering of paragraphs and new aircraft.

## 1. Reasons Requiring Impoundment.

- 1.1. All actual ground aircraft/equipment fires.
- 1.2. Massive fuel leakage.
- 1.3. Off drop zone impact or airdrop malfunction.
- 1.4. Any contact with an obstruction (i.e. wires, cables, power poles, other aircraft, etc.).
- 1.5. Departure from intended take-off landing surface.
- 1.6. Any other event, which presents significant hazard to the aircraft or crew.
- 1.7. When directed by 919 SOW/Safety (SE), IAW AFI 91-204, *Safety Investigations and Reports*.

## 2. Responsibilities. Impoundment investigations will be under control of:

- 2.1. Impoundment Official and Wing Safety: for mishaps IAW AFI 91-204.
- 2.2. Impoundment Official and Airdrop Malfunction Review Board: for off drop zone impacts IAW Air Force Joint Instruction (AFI) 13-210, *Joint Airdrop Inspection Records, Malfunction Investigations, and Activity Reporting*.
- 2.3. Impoundment Authority: will immediately notify the 919 SOMXG/MXOC of condition that requires impoundment.
- 2.4. Maintenance Operations Center (MOC): will notify the 919th Special Operations (SO) Maintenance Group Commander (SOMXG/CC), 592 Commander, 919 SOW/SE, 919 SOW/Command Post (CP), If available, notify the 919 SOMXG/Quality Assurance (MXQ) immediately. If unavailable, notify 919 MXQ at the beginning of the next duty day.
- 2.5. Quality Assurance: will assist with all impoundment investigations and provide technical support. If the cause of the discrepancy could affect other aircraft/equipment in the fleet notify MAJCOM.

## 3. Impoundment Process and Procedures.

- 3.1. The Impoundment Official will use the AF Form 2519, *Impoundment Checklist* ([Attachment 2](#)) for documenting sequence of actions.
- 3.2. Impoundment Official will coordinate with production superintendent to schedule work centers needed to assist with the investigation. Impoundment official will schedule a meeting with impoundment team for fact finding and planning.
- 3.3. For mishap investigations, Wing Safety representative will enter a Red Dash symbol in the Air Force Technical Order (AFTO) Form 781A, *Maintenance Discrepancy and Work Document*, stating mishap investigation in progress and refer to the page and block of the impoundment entry.
- 3.4. For off drop zone investigations, the Malfunction Review Board representative will make a Red Dash entry in AFTO Form 781A stating Off Drop Zone Investigation in progress and refer to the page and block of the impoundment entry. **Note:** These entries will contain the same job control number (JCN) as the impoundment entry.

3.5. Wing Safety or Airdrop Malfunction Review Board representative enters “Investigation complete impoundment may be released” in the corrective action block (see previous paragraph). They will clear discrepancy by signing the “inspected by” block and initial over red dash symbol.

3.6. When the cause of malfunction, or failure, has been positively determined, the Impoundment Official will brief the Release Authority on findings and corrective actions. The Release Authority will clear the impoundment using the appropriate forms by including “investigation complete, corrective actions reviewed, aircraft/equipment released” and signing the “Inspected By” block and initialing over the red symbol. The Release Authority will also notify MOC when impoundment is released.

3.6.1. If required, impound components that have been removed for further investigations or shipment.

3.7. If, the cause of a reported malfunction cannot be determined or a positive corrective action cannot be confirmed, the 919 SOMXG/CC will decide whether a Functional Check Flight (FCF) should be accomplished with technicians on board. The original discrepancy will be signed off by primary work center as a Cannot Duplicate Discrepancy (CND). Release Authority will clear impoundment as per previous paragraph and refer to FCF forms entry instead of original discrepancy.

3.8. When aircraft is away from home station and encounters a problem warranting impoundment, the following procedures must be followed:

3.8.1. Aircraft commander or designated representative will notify 919 SOW/CP, 919 SOG/CC, and 919 SOG/Deputy Commander (CD) describing the problem encountered and condition of the aircraft, for consideration to follow-on or next day scheduling conflicts.

3.8.2. The 919 SOW/CP will notify, 919 SOMXG/MXOC, 919 SOMXG/MXQ, of the problem encountered, so a plan for investigation can be made, and appropriate maintenance records quarantined/secured for the impoundment team.

3.8.3. The SOMXG/CC or designated representative may temporarily delegate Impoundment and Release Authority to the deployed Operations Officer, Aircraft Commander, or Maintenance Superintendent (SUPT). In the instance that none of the above are available, the onsite production supervisor may be temporarily delegated authority to clear the Red X impoundment discrepancy.

3.8.4. When assigning impoundment positions follow AFI 21-101.

JAMES M. PHILLIPS, Col, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 21-1, *Air and Space Maintenance*, 25 February 2003

AFI 13-210, *Joint Airdrop Inspection Records, Malfunction/Incident Investigation and Activity Reporting*, 23 Jun 2009

AFI 21-101\_AFSOC SUP, *Aircraft and Equipment Maintenance Management*, 5 October 2011

AFI 91-204, *Safety Investigations and Reports*, 12 Feb 2014 (corrective action Apr 2014)

AFI 91-204\_AFSOC SUP, *Safety Investigations and Reports*, 8 May 2012

AFMAN 33-363, *Management of Records*, 28 May 2014

***Adopted Forms***

AF IMT 847, *Recommendation for Change of Publication*

AF Form 2519, *Impoundment Checklist*

AFTO 781A, *Maintenance Discrepancy and Work Document*

AFTO 244, *Industrial/Support Equipment Record*

***Abbreviations and Acronyms***

**AF**—Air Force

**AFI**—Air Force Instruction

**AFJI**—Air Force Joint Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFTO**—Air Force Technical Order

**CC**—Commander

**CD**—Vice Commander

**CND**—Could Not Duplicate

**CP**—Command Post

**FCF**—Functional Check Flight

**IAW**—in accordance with

**JCN**—Job Control Number

**MAJCOM**—Major Command

**MXOC**—Maintenance Operation Center

**MXG**—Maintenance Group

**MXQ**—Quality Assurance

**OPR**—Office of Primary Responsibility

**RDS**—Records Disposition Schedule

**SE**—Safety

**SO**—Special Operations

**SOG**—Special Operations Group

**SOMXG**—Special Operations Maintenance Group

**SOW**—Special Operation Wing

**SUP**—Supplement

**SUPT**—Superintendent

### *Terms*

**Impoundment**—Intensified aircraft and equipment management due to system or component malfunction or failure of a serious or chronic nature. Impoundment is the isolation or control of access to an aircraft or equipment item and the applicable historical records after a serious incident, malfunction, or failure so that an intensified investigation can be completed.

**Impoundment Authority**—Personnel that have the authority to impound aircraft/equipment. In accordance with (IAW) AFI 21-101, the 919 SOMXG/CCs (or equivalent) will designate and track Impoundment Authorities on the Special Certification Roster (SCR).

**Impoundment Official**—The impoundment official will hold the rank of MSgt or above and be appointed by the Impoundment Authority. Impoundment officials are designated as the single point of contact for the affected aircraft or equipment item and are responsible for controlling, monitoring, and investigating the impounded aircraft or equipment.

**Impoundment Release Authority**—Individual(s) authorized to release aircraft or equipment from impoundment. The 919 SOMXG/CC and SOMXG/CD (or equivalents) have authority to release aircraft and equipment. In the event of dual 919 SOMXG/CC and Vice Commander (CD) absence, they will appoint an individual in writing as the designated Impoundment Release Authority for the period of the dual absence.

**Authorized Personnel**—Individuals authorized by the Impoundment Official to be involved in the management, staffing, troubleshooting, repair, or investigation of an impounded aircraft or equipment.

**Attachment 2**

**IMPOUNDMENT CHECKLIST**

**A2.1. AF Form 2519, *Impoundment Checklist*.**

Figure A2.1. AF Form 2519, *Impoundment Checklist (Page 1)*.

ALL PURPOSE CHECKLIST		PAGE 1	OF 2	PAGES
TITLE/SUBJECT/ACTIVITY/FUNCTIONAL AREA IMPOUNDMENT CHECKLIST AIRCRAFT/EQUIP SER#:		OPR MXG	DATE Jun 2014	
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	NA	Not Used	Not Used
1.	HAS WING SAFETY BEEN NOTIFIED? (Can be accomplished by notifying MOC or Command Post)  INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	HAS IMPOUNDMENT DISCREPANCY BEEN ENTERED IN AIRCRAFT/EQUIPMENT RECORDS, INCLUDING IMDS? (Include the reason for impoundment and the impoundment authorities name) INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	IF REQUIRED, HAS WING SAFETY ENTERED A FLIGHT INVESTIGATION DISCREPANCY INTO THE AIRCRAFT RECORDS?  INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	IF REQUIRED, DEACTIVATE AND BLOCK CIRCUIT BREAKERS FOR THE COCKPIT VOICE RECORDER(CVR) AND SOLID STATE FLIGHT DATA RECORDER (SSFDR) SYSTEMS IAW TO 1-1A-14. (If directed remove the recorders for both systems, secure under lock and key) INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	HAVE BOTH THE CURRENT AND HISTORICAL AIRCRAFT/EQUIPMENT RECORDS, BEEN SECURED? (Secure under lock and key)  INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	HAS MAINTENANCE ANALYSIS BEEN NOTIFIED TO LOCK-OUT IMDS DATA RELATED TO THE AIRCRAFT/EQUIPMENT? (Ensure Impoundment discrepancy has been inputted prior to lock-out. WHEN ANALYSIS IS NOT ON DUTY, THEY WILL BE NOTIFIED THE NEXT DUTY DAY UNLESS IMMEDIATE ACTION IS REQUIRED BY THE SOMXG/CC)  INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	HAS ACCESS TO THE IMPOUNDED AIRCRAFT/EQUIPMENT BEEN CONTROLLED? (Maintenance will be limited by impoundment investigation official, until the investigation is complete)  INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	HAS AN IMPOUNDMENT INVESTIGATION OFFICIAL BEEN ASSIGNED BY THE IMPOUNDMENT AUTHORITY?  INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	IF REQUIRED, TAKE PHOTOGRAPHS OF THE FLIGHT DECK SWITCHES AND CIRCUIT BREAKER POSITIONS, RELATING TO THE AFFECTED SYSTEM AND ANY ASSOCIATED DAMAGE. (Secure under lock and key with aircraft/equipment records)  INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	HAVE PERSONNEL RECORDS THAT COULD BE USED TO SUPPORT THE INVESTIGATION, TRAINING RECORDS, SPECIAL CERTIFICATION ROSTERS BEEN SECURED? (Secure under lock and key)  INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Figure A2.2. AF Form 2519, *Impoundment Checklist (Page 2)*.

AF IMT 2519 (Continued).				
ALL PURPOSE CHECKLIST				
		PAGE 2	OF 2	PAGES
NO.	ITEM (Assign a paragraph number to each item. Draw a horizontal line between each major paragraph.)	NA	NOT Used	NOT Used
11.	HAVE AIRCREW MEMBERS BEEN DEBRIEFED? (If required, ensure Wing Safety is present for debrief) INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	IF REQUIRED, HAS AN ENTRY CONTROL POINT (ECP) BEEN ESTABLISHED? (If an ECP is established, a control log is maintained listing personnel entering and leaving the area) INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	HAS THE IMPOUNDMENT OFFICIAL ASSIGNED A TEAM OF HIGHLY QUALIFIED TECHNICIANS TO THE IMPOUNDMENT INVESTIGATION? INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	HAS A QUALITY ASSURANCE INSPECTOR BEEN ASSIGNED TO THE IMPOUNDMENT INVESTIGATION TEAM? INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	IF PARTS ARE REMOVED, ARE THEY BEING CAREFULLY CONTROLLED TO PREVENT TAMPERING WHICH COULD OBSCURE EVIDENCE OR CAUSE OF FAILURE? INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	IF REQUIRED, HAS WING SAFETY RELEASED THE AIRCRAFT FROM THE FLIGHT INVESTIGATION? (If so, ensure aircraft records are signed off IAW TO 00-20-1) INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	BRIEF THE IMPOUNDMENT RELEASE AUTHORITY WHEN THE IMPOUNDMENT INVESTIGATION HAS BEEN COMPLETED. INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Impoundment Release Authority will clear the impoundment discrepancy by entering "INVESTIGATION COMPLETE, ALL CORRECTIVE ACTIONS HAVE BEEN REVIEWED IAW LCL 919SOW 60-7, AIRCRAFT/EQUIPMENT RELEASED"(Sign inspected by block and initial symbol) INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	IF REQUIRED, REACTIVATE CIRCUIT BREAKERS THAT WERE DEACTIVATED IN STEP 4. INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	FILE COMPLETED CHECKLIST IN AIRCRAFT/EQUIPMENT HISTORICAL RECORDS INITIALS _____ DATE & TIME C/W _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>